

DRAFT MINUTES OF THE MEETING OF THE CPSA BOARD OF DIRECTORS

**Held at Edmonton House, National Shooting Centre,
Brookwood, Woking, Surrey, GU24 0NP
on Wednesday 10th June 2015**

PRESENT:-

Mr T R Bobbett	(TRB) South West Regional Director - Chairman
Mr W A Heeks	(WAH) North Regional Director - Deputy Chairman
Mr D J Jellicoe	(DJ) National Director
Mr C Smith	(CS) National Director
Mr J Offord	(JO) South East Regional Director
Mr P Simpson	(PS) East Midlands Regional Director
Mr B Moorhead	(BM) Independent Director
Mr N Fellows	(NF) CEO
Mr S Oldman	(SO) Operations Manager

Mrs F Bloxham Minutes Secretary

APOLOGIES:-

Mr J Kitson	West Midlands Regional Director
Ms M Conway	National Director

The meeting opened at 9:15 and a quorum was declared present. The Chairman welcomed Carl Smith to his first Board meeting.

DECLARATION OF INTERESTS:-

None.

MINUTES OF THE BOARD MEETING 28th MARCH 2015:-

Minute ratification proposed by WAH and seconded by JO. All were in favour.

MATTERS ARISING:-

None.

ACTION LOG:-

Need to finalise guidelines for under 18's (safety officers/refs) handling malfunctioning guns due to qualifications being from 16. Is a 16 year old responsible enough? It was reiterated that the qualification was not effective until 18. A question was also asked whether referees need to handle guns. This topic is to be put back to the Education & Training Committee to clarify.

The revised 2015 rule book should be completed by the end of the month. Booklets 5 & 7 are being amalgamated and will be called Booklet 1 in the future.

The search for a new Independent Director is ongoing. Drafting a role profile will assist in this.

It was agreed that Social Media needs to be included in the Risk Register. Social listening was discussed to help identify current topics and allow us to be more pro-active to follow up topics. With training our Communications Officer will assist with this role.

Ideas for improvements to the Awards Dinner were requested. The introduction of a County Committee of the Year was discussed and agreed. CS suggested using a centralised location for the AGM every year. Points were

made for and against this and it was decided to continue with the current format of holding it in a different region each year but at a venue accessible to as many members as possible.

CEO UPDATE:-

Confirmation was given regarding a one-year internship for Sam Pardey in the role of Communications Officer, who will be joining us mid July. There were no other staffing matters to report.

The Risk Register has been updated since the last board meeting, which includes the issue of lead ammunition in light of the pending report from the Lead Ammunition Group, and information that a recent study from Australia has shown there is no good evidence to suggest lead in game meat or other shot meat contributes to increased blood-lead levels, although the LAG is still yet to issue its report.

A recent survey published by BASC shows there is a majority of current MP's who support shooting, although about 40% are yet undeclared so the real figure could be even higher.

A director's role description has now been developed by NF and TRB, which outlines the duties and commitments that a prospective director can expect to have to fulfil. This is designed to be helpful to both elected and independent directors. In addition to this a revised candidate brief has been drafted to encourage candidates to highlight what they wish to help the Association achieve during their term as a director. Feedback from directors is welcomed prior to introducing this for the next round of elections.

CS & NF attended a recent directors' training day organised by the SRA. It was a little rushed but provided excellent value. It is recommended that a similar course is attended by all new directors, unless they can demonstrate significant understanding from a similar role.

NF reported that the first two major championships of the year were successful with good feedback and increased entries, both attracting sponsorship. The revised format for the EO ESP had also received very good feedback. Planning for next year's World Sporting has started in earnest. A scoreboard system for ESP Super Fs was required and NF is to investigate options.

A Member Retention survey had been commissioned aimed at Clubman members to help to understand reasons for leaving after their first year. The rationale behind using an external company was that it was felt people would be more honest than if staff members contacted them. Of the 800 calls made only a couple said that expense was the reason. Of those not renewing but still shooting, a majority advised they mainly shoot game and had therefore joined BASC.

This year's awards dinner went extremely well and we have already started canvassing sponsor support for 2016, with most already confirming their support. We also have a new sponsor keen to be involved and the possibility of a new category.

There has been little progress regarding the setting up of a Clay Target Trust, due to more pressing commitments. Work on this together with BM will restart as soon as possible.

There appears to be a general consensus that the recent General Election outcome is the best for shooting interests as the Conservatives generally take a more positive stance towards shooting. Work on licensing reform seems to be continuing with the Royal College of General Practitioners becoming involved in the talks regarding GP's comments on all certificate applications.

The Talent Pathway needs further work. Target Tokyo had identified circa 300 candidates to be assessed and 14 have progressed on to the Talent Programme. There is a long way still to go but this will expand across the country in time. It is for ISSF disciplines only but candidates will be drawn from all disciplines.

The planned British Shooting Coaching Conference had been postponed and BS are rethinking their approach to coach development. There needs to be established a cohesive Coaching Pathway if we are to be able to develop top coaches in the Olympic disciplines for the future.

MANAGEMENT TEAM UPDATES:-

Finance Report:-

CP gave an update of the current management accounts and no questions were asked. CP requested directors to submit expense claims immediately after attending a championship to enable an event to be closed quicker from a financial point of view.

Operations Report:-

SO advised that the new rule book was progressing but amalgamating the two current rule books was proving a challenge, especially at the same time as major championships were in progress.

An updated Equalities Profile audit form was circulated for board members to complete as the request of British Shooting to support their reporting to their funders. This will also be issued to staff. All forms are retained by SO and the data submitted to British Shooting is anonymous.

SO requested the board to consider removing the 7 day rule regarding the current requirement for shooting grounds/clubs to submit fixtures to us 7 days prior to an event taking place. Should a ground wish to hold a registered fixture at short notice and not have the ability to advertise it in Pull or on our website, it is a decision for them rather than us. This was agreed and will be effective when the new rule book is published.

Maintenance of the HQ roof was also discussed with the need to consider additional protection over the IT room.

No further questions were asked.

Commercial report:-

The National Ladies Shooting Day was discussed with two counties taking up the invitation to get involved. A new 'brand book' was being produced by Archant and consultation with potential new sponsors was progressing.

No further questions were asked.

Development report:-

An application had been received from Honesberie SG to upgrade to Premier Plus status. Following a site visit by two Directors and their report to the board this was unanimously agreed. RW to advise Nick Hollick.

IT & Development report:-

Development of the new database system (Merlin) is now progressing rapidly and we are on track for phase 1 for August. Development of the new website design is also on track for delivery in conjunction with Merlin. Plans are also in place to move our email service to Microsoft's Cloud hosted service using Office 365. This will also provide the latest version of MS Office to all staff. Our new fibre broadband is proving stable although speeds are still limited due to the poor quality of the BT line. We continue to investigate a dedicated fibre connection but costs are currently high. Our upgraded phone systems are proving reliable and we are able to access useful call data. For example, in March we received 1,550 calls and made 470.

OTHER AGENDA ITEMS:-

Strategy:-

NF had circulated an update on the development of the CPSA's strategy and stressed this is one of the major functions and responsibilities of a Board of Directors. The current draft was reviewed and a number of comments made including identifying current priorities and longer term aims.

Good communications, attracting and retaining high quality staff, member retention and referrals and more effective use of social media were some of the priority areas, along with increasing our political influence and strengthening relationships with existing and new sponsors and partners. It was acknowledged that the strategy should be regularly monitored and reviewed by the Board.

Commonwealth Games Selection Procedure:-

NF had circulated a draft policy for the 2018 Games to be held in Gold Coast, Eastern Australia. Selection needs to be a clear cut, concise and straightforward process. The key criteria must be to have the best possible shooters in the team, not just those who perform well in domestic selection shoots. International performance should also be considered. A team of 10-12 shooters plus staff is anticipated with adequate funding for preparation required, although it was noted that any contribution from Sport England cannot be relied upon and inevitably arrives late in the day. It was agreed there should be consistency with the British Shooting/BICTSF selection policy and substitute scores will not be allowed. Minimum Consideration and Minimum Qualifying Scores were also discussed. Selection would be determined by the policy and ratified jointly by the Board and the Team Manager. NF to redraft the selection procedure document following these discussions and circulate to the Board. It was noted that we are unlikely to know about potential Sport England funding until 2017.

Social Media Policy:-

In line with other home country associations and governing bodies of sport, it was discussed and agreed that the CPSA needs to implement a social media policy and that the Code of Conduct should relate to it. A draft policy was circulated for review. Amendments were discussed and it was agreed that the policy should also include reference to our member grounds/clubs, in addition to referees, other competitors, club officials, coaches, visitors and the governing body. It was agreed to wait for BM's input before finalising the policy document.

Ground registration:-

Eriswell Lodge SG has been inspected for registration and it was found one of the ESK layouts did not conform exactly to the regulations. It was identified that it has been this way for many years when previously run as Lakenheath CTC. After discussion it was agreed for RW to notify Eriswell they would be given temporary registration on that layout with 12 months in which to ensure it conformed to the relevant regulations.

North Region Committee – Co Opted members:-

WAH asked if the North Regional Committee had written in with regard to allowing co-opted committee members to vote in meetings. NF confirmed no correspondence had been received.

EO ESK Championship:-

This championship was discussed in some detail due to some negative Facebook comments. It was considered that this had now been 'done to death'. The CPSA should not take the flack for everything.

AOB:-

CS was asked if he would take over as Chair of the ESK Discipline sub-committee. This was accepted by CS.

JO advised that there was to be a SE Region committee meeting the following Wednesday and that he would be attending the National Cadet Championships at Cambridge GC on behalf of British Shooting.

DJ advised of an anomaly regarding his own shotgun certificate renewal where the police force had issued a reminder 8 weeks before it was due. Renewal was submitted and DJ subsequently received a phone call to say everything was in order. The certificate subsequently arrived within 4 days but he received another phone call just before expiry of the previous certificate advising that a telephone interview would be carried out before the new certificate could be issued. The officer was not aware that the certificate had already been issued.

CS thanked everyone for the warm welcome he had received to his first meeting.

Meeting Closed at 16:00